



**Using the LEA Document Library in ePlan**

**Submitting the  
Extended Contract Program Assurances**

# The LEA Document Library

The Extended Contract Program Assurances document is being collected through the ePlan LEA Document Library.



# Who Can Submit Your Assurances Document?

## WHO CAN SUMBIT?

- Anyone in your LEA with an ePlan password can **SUBMIT** your Assurances document.

## WHO CAN VIEW?

- Anyone in your LEA with an ePlan password can **VIEW** your document.
- Anyone at the TDOE with an ePlan password can **VIEW** your document.
- No one outside of your LEA or the TDOE can **VIEW** your document.

# To Open the Folders

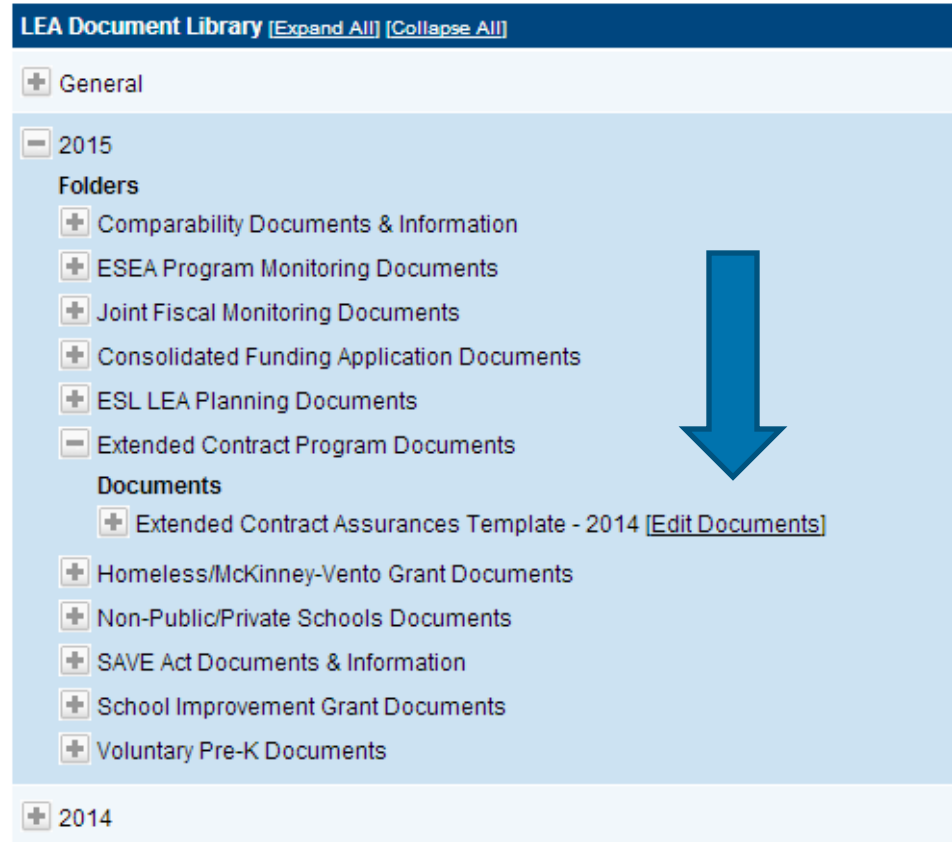
- Click on the plus to the left of 2015 to open the folders.
- Click on the plus to the left of “Extended Contract Program Documents” to display the document name.



# To Access the Document

- Click on “Edit Documents.”

If “Edit Documents”  
does not appear,  
contact the ePlan  
Help Line at  
**615-253-5209.**



# The "Update Documents and Links" Window

- Download the document template

**HERE.**

- Upload the completed document

**HERE.**

## Update Documents And Links

Public District - FY 2015

Document Information	
Document Name	Extended Contract Assurances Template - 2014
Folder Hierarchy	2015 Extended Contract Program Documents
Upload Begin Date	8/8/2014
Upload End Date	10/1/2014
Minimum Required Count	1
Maximum Allowed Count	1
Document Template	<u>Extended Contract Assurances Template - 2014</u>

[Upload Document](#)

Documents/Links

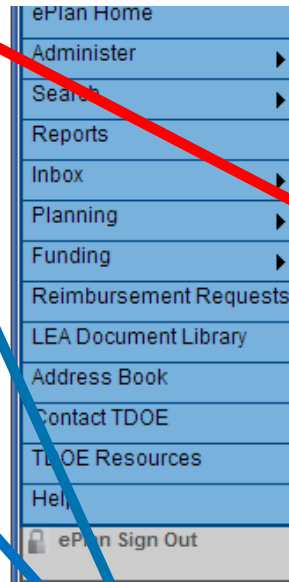
[Return to LEA Document Library](#)

# Downloading the Template

After clicking on the name of the

**Document Template,** the Microsoft Word document icon will appear in the lower – left corner of the screen.

**Click on the icon to save the document template to your computer before you begin working on the document.**



## Update Documents And Links

Public District - FY 2015

Document Information	
Document Name	Extended Contract Assurances Template - 2014
Folder Hierarchy	2015 Extended Contract Program Documents
Upload Begin Date	8/8/2014
Upload End Date	10/1/2014
Minimum Required Count	1
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Document Template	<a href="#">Extended Contract Assurances Template - 2014</a>

[Upload Document](#)

[Documents/Links](#)

[Return to LEA Document Library](#)

Stachera, Linda

Test Site

Session Timeout




dfb3888c-f198....docx

# Completing the Document

## The Document Template

- The Document Template is a Microsoft Word document.
- Open the saved Document Template and complete the required fields.

 <b>2014-15 Extended Contract Program Statement of Assurances</b>	
<b>LEA:</b>	<input type="text"/>
<b>Director of Schools:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Extended Contract Coordinator:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>2014-15 Extended Contract Program Allocation:</b>	<input type="text"/>



# Preparing for Upload

## The Completed Document

- Print your document and acquire the necessary signature.
- Scan the completed, signed document using PDF format.

Certification	
I, THE UNDERSIGNED, CERTIFY that the above assurances shall be adhered to.	
_____	_____
<b>Signature of Director of Schools</b>	<b>Date</b>
The 2014-15 Extended Contract Program Statement of Assurances must be submitted to the department via the ePlan LEA Document Library by Oct. 1, 2014.	

# Uploading the Completed Document

Document Information	
Document Name	Extended Contract Assurances Template - 2014
Folder Hierarchy	2015 Extended Contract Program Documents
Upload Begin Date	8/8/2014
Upload End Date	10/1/2014
Minimum Required Count	1
Maximum Allowed Count	1
Document Template	<a href="#">Extended Contract Assurances Template - 2014</a>

[Upload Document](#)

Documents/Links

[Return to LEA Document Library](#)

**Click HERE  
to open the  
window to  
upload your  
completed  
document.**

## Upload Document

Public District - FY 2015

Document Information	
Document Name	Extended Contract Assurances Template - 2014
Folder Hierarchy	2015 Extended Contract Program Documents
Upload Begin Date	8/8/2014
Upload End Date	10/1/2014
Minimum Required Count	1
Maximum Allowed Count	1
Document Template	<a href="#">Extended Contract Assurances Template - 2014</a>

## Upload Document

Document Name: (LEA Name) Extended Contract Assurances

Document:  No file chosen



Document Description:

Use **"Choose File"** to browse for your completed document. Provide a meaningful name in the **"Document Name" box - then Save.**

## Once the Completed Document is Uploaded

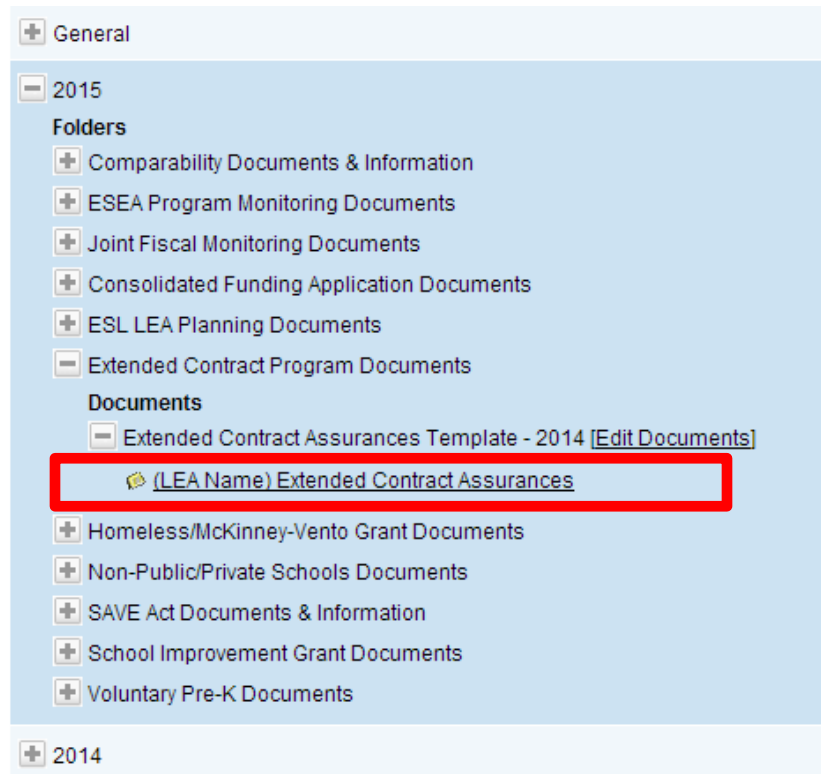
- The name of the document will appear in the lower portion of the “Update Documents and Links” window.
- If needed, use the trash can to remove an unwanted upload to replace with a corrected upload.

Document Information	
Document Name	Extended Contract Assurances Template - 2014
Folder Hierarchy	2015 Extended Contract Program Documents
Upload Begin Date	8/8/2014
Upload End Date	10/1/2014
Minimum Required Count	1
Maximum Allowed Count	1
Document Template	<u>Extended Contract Assurances Template - 2014</u>

Documents/Links	
  <a href="#">(LEA Name) Extended Contract Assurances</a>	
<a href="#">Return to LEA Document Library</a>	

# Checking the Document Upload

- The name of the document will appear on the main page of the LEA Document Library.



# **FRAUD, WASTE or ABUSE**

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

**1-800-232-5454**

Notifications can also be submitted electronically at:

**<http://www.comptroller.tn.gov/hotline>**





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